

**NYE COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)**

2008/2009 Bylaws

Article I. Purpose

The State Emergency Response Commission (SERC) has established Local Emergency Planning Committees (LEPC) in each of Nevada's counties. The purpose of the LEPC is to:

- A. Facilitate and accomplish comprehensive emergency response planning for hazardous material incidents, accidents, or releases.**
- B. Involve state and local government and private industry in developing and exercising emergency plans.**
- C. Provide local residents with access to information concerning hazardous materials under the "community right to know" portion of the law.**
- D. Improve public safety capabilities to respond to and deal with the impact of hazardous material incidents, accidents, or releases on our activities and the environment.**
- E. Work with the State of Nevada SERC and the State Fire Marshal's Office to maintain current data on the Nevada Chemical Facility Database (NCFD).**
- F. Comply with all current and future applicable state and federal legislation, codes, and regulations especially those relating to Homeland Security concerns.**

Article II. Membership

- A. The Local Emergency Planning Committee shall consist of voting members from the following categories, as provided in 42 USC 1101:**
 - Elected state officials**
 - Elected local officials**
 - Law enforcement**
 - Civil Defense/ Emergency Management**
 - Fire Fighters**
 - District Health Department,**
 - First Aid/Emergency Medical Services**
 - Hospitals**
 - Environmental**
 - Transportation personnel**
 - Broadcast and print media**
 - Community groups and other public agencies**
 - Owners and operators of facilities subject to the requirements of (EPCRA)**

The committee shall consist of a minimum of one voting member from each of the designated categories. The Executive Committee may, in its discretion, establish additional categories of representation as the need arises. Each designated agency/entity within a category will be asked to specify a primary and a maximum of two alternative representatives. Each agency/ entity is entitled to no more than one vote per category. If the primary representative is unable to attend, one alternative representative will be permitted to vote. If all designated representative of an agency/entity are unable to attend, the primary representative may be present by phone for purposes of establishing a quorum for voting.

- B.** The total membership of the LEPC shall not exceed 50 members. A Quorum is defined as a simple majority of the primary voting membership.
- C** Members will receive no personal compensation for their service on the LEPC, including the Executive Committee and all subcommittees.

Article III. Officers

- A** All officers are elected annually by a simple majority of a quorum of the members of the LEPC, except for the Chairperson. The elected officers will serve for a period of one year, commencing October 1st of each year.

1. Chairperson

The Chairperson (Nye County Emergency Services Director) shall:

Be responsible for conducting the regularly scheduled meetings, special meetings as required and the executive committee meetings.

- Authorize the expenditure of discretionary, operational funds granted by the SERC, within established guidelines.
- Be responsible for conducting the annual review of the LEPC hazardous materials emergency response plan.

Appoint the subcommittee chairpersons.

Submit program reports to the LEPC, SERC, and the Nevada Homeland Security Committee (HSC) regarding grant money allocations and expenditures.

Attend SERC and HSC meetings or provide a designated replacement to attend.

Act as liaison between the LEPC and the SERC and HSC chairpersons and executive boards.

Serve as a coordinator of information to respond to public requests as stated by EPCRA.

2. Vice Chairperson

The Vice Chairperson (elected two-year term) shall:

Perform the duties of the chairperson in his/her absence

In the event of the chair becoming vacant during the two-year term, the vice chairperson shall assume the duties for the remainder of the chairperson's term or until another Director of Nye County Emergency Services has been chosen.

3. At Large

- The at-large member shall serve a one-year term commencing on October 1st of each calendar year.**
- The at-large member shall perform all the duties of the Vice Chairperson in his/her absence.**

4. Secretary-Treasurer

The Secretary-Treasurer position shall be a non-voting position, elected by a simple majority of a quorum of LEPC members.

At the discretion of the LEPC Executive Committee, the positions of Secretary and Treasurer may be combined into a singular office or maintained as separate offices as membership conditions warrant.

a. Treasurer responsibilities shall include:

- 1. Prepare presentation of financial reports at all meetings.**
- 2. Monitor and track the distribution of all equipment.**
- 3. Process and approve grant expenditures and provide quarterly reports to granting agencies.**

b. Secretary responsibilities shall include

Posting or causing to be posted agendas for all meetings, including subcommittee meetings, in accordance with the Nevada Open Meeting Law.

- 2. Keep or cause to be kept all minutes of meetings, including subcommittee meetings.**
- 3. Keep an attendance roster of each meeting and past meeting notices.**
- 4. Notice each meeting in compliance with the Open Meeting Law**
- 5. Keep a current listing of all committee members and alternate representatives.**
- 6. Nominations for, and election of officers occur during the annual election process of the calendar year, as designated by the executive committee.**

- B. Officers will receive no personal compensation for the performance of their duties or services.**

Article IV. LEPC Responsibilities and Duties

- A. The Executive Committee shall consist of the LEPC Officers and Chairpersons of the subcommittees.**
- B. The Executive Committee is responsible for directing the LEPC in its activities to assure compliance with its mandate and the state law establishing the local emergency planning committee**
- C. Executive Committee meetings are open to the general membership and the public and members will be notified.**
- D. The Chairperson may convene meetings as needed.**
- E. The Executive Committee shall approve, by a simple majority vote, all agencies/entities granted membership in the LEPC with the intent to maintain balanced representation. Membership that is denied by the Executive Committee may be appealed to the general membership.**
- F. The Executive Committee has the authority to terminate voting membership of any agency/entity for whom a designated representative does not attend a minimum of two consecutive quarterly meetings. If a member agency/ entity is terminated for non-attendance, the Executive Committee shall solicit another member from the terminated member's category.**

Article V. Subcommittees

- A. The LEPC Standing Subcommittees are**
 - Planning and Training Subcommittee
 - Grants and Finance Subcommittee.
- B. The LEPC Chairperson will appoint subcommittee Chairpersons, annually in November.**
- C. Subcommittee Chairpersons will submit written quarterly reports to the LEPC Chairperson and membership as necessary.**
- D. The LEPC may establish additional subcommittees as needed**

Article VI. LEPC Responsibilities and Duties

- A. Conduct regular meetings, monthly as needed, but in any event, no less than one meeting per quarter.**
- B. Post meeting agendas and conduct meetings, including subcommittee meetings, in accordance with the Nevada Open Meeting Law.**
- C. Maintain minutes approved by the membership of the LEPC and provide copies as needed to the SERC, HSC, LEPC members and other interested parties.**
- D. Update the Regional Hazardous Material Emergency Plan annually and submit it to the SERC.**
- E. Plan, execute and prepare post incident reports on training exercises at least annually**
- F. Review and make recommendations on all grant requests**
- G. As required, maintain an inventory of equipment items purchased with grant dollars**
- H. Monitor grant expenditures and provide quarterly reports to the granting agencies.**

Approve grant amendment requests and forward to the appropriate granting agencies for approval.
- J. Develop and revise bylaws as needed and report annually to the SERC.**
- K. Submit membership list to SERC annually for approval**
- L. The local emergency planning committee shall annually publish a notice in local newspapers that the emergency response plan, material safety data sheets, and inventory forms have been submitted according to the EPCRA. The notice shall state that follow-up emergency notices may subsequently be issued. Such notice shall announce that members of the public who wish to review any such plan; sheet, form or follow-up notice may do so at the location designated.**

- M. All LEPC General Membership meetings, Executive Committee meetings, Special Committee meetings, Emergency meetings, and Sub-Committee meetings shall be conducted in compliance with the most current edition of Robert's Rules of Order.
- N. LEPC shall respond to appropriate written requests for information no later than 5 working days from the receipt of such requests. The LEPC Chairperson or the Chairperson's delegate shall serve as the Coordinator of Information. Replies to written requests shall be evaluated by the Chairperson for compliance with current and future Homeland Security directives, rules, and regulations. Appropriate notification of State or Federal Homeland Security Officials of such information requests shall be the responsibility of the LEPC Chairperson.
- O. Public comments concerning the Hazardous Materials Response Plan or LEPC activities in general will be considered by the committee as a whole or by a Special Committee appointed by the Chairperson to evaluate specific public comments. Comments or questions directed to LEPC will be answered in writing within 5 business days after appropriate research, evaluation, consultation, and coordination relating to Homeland Security directives, rules, or regulations.
- P. Make recommendations to the Nye County Board of Commissioners (this Board fulfills the role of the Nye County Board of Health) concerning pre-emptive actions and policies relating to community pandemic health threats.

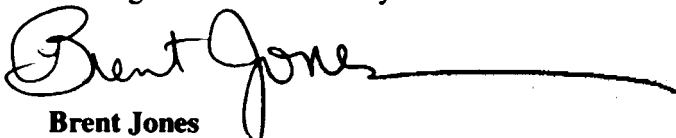
Article VII. Distribution of the Hazardous Materials Response Plan

- A. Routine distribution of the Hazardous Materials Response Plan will be in accordance with operational and Homeland Security needs.
- B. Copies of the most recently published plan will be available for public review in the Office of the Director of Emergency Services during normal working hours within 45 working days of receiving a written request for such review. All review requests will be evaluated by and coordinated with appropriate law enforcement and/or Homeland Security Agencies.

Article VIII. Dissolution of LEPC

- A. In the event that the Nye County LEPC is dissolved or becomes inactive, as determined by the Nye County Board of Commissioners in compliance with applicable state or federal laws, all equipment and LEPC responsibilities and duties shall revert to the Nye County Board Of Commissioners.

These Bylaws were approved by a unanimous vote of the membership of the LEPC present at the meeting held on the 19th day of November 2008.


Brent Jones
Chairperson